

Screening & Selection

This section aims to help you navigate the screening and selection process with confidence and consistency - while keeping the volunteer experience positive and respectful. This guidance supports informed decisions that balance safeguarding with inclusion.



✓ Standards

- Use [risk based role screening](#); don't default to the highest DBS level – check legal eligibility. ([DBS eligibility](#) & [National Council for Voluntary Organisations \(NCVO\) overview](#).)
- [DBS for volunteers](#): Enhanced/Standard checks for eligible roles cost £12, basic checks have a free.
- Encourage the [DBS Update Service](#); volunteers have 30 days from certificate issue to register. (DBS Update service info sheet for [Volunteer Co-ordinators](#), for [volunteers](#).)
- Take inclusive, non-discriminatory decisions; apply [Equity Diversity & Inclusion \(EDI\) principles](#).
- Include sensible policies and procedures when recruiting and working with volunteers with a criminal record. See [Recruiting Ex-offenders](#) and [Supporting Volunteers with Criminal Records](#) guides.



Templates

3. [VfH | Reference Request Email Template](#)
4. [VfH | Reference Request Letter Template](#)
5. [VfH | EDI Check List](#)
6. [VfH | Vetting Matrix](#)

